

CERTIFICATIONS		Professional Certification	Description	Program Criteria	Recommendation of Compensation
HR	Professional in Human Resources (PHR)	Professional in Human Resources (PHR) is an industry certification for people working in the human resource management profession. The Professional in Human Resources (PHR) certification is designed for the HR professional who has more of a tactical or logistical orientation. The certification, awarded by the HR Certification Institute, signifies that individuals possess the theoretical knowledge and practical experience in human resource management necessary to pass a rigorous examination demonstrating a mastery of the body of knowledge in the field.	Exam after independent study or course work. 60 hours of continuing education every 3 years to recertify.		2.5%
HR	Senior Professional in Human Resources (SPHR)	Senior Professional in Human Resources (SPHR) is designed for the HR Professional who designs and plans rather than implements HR policies. The SPHR candidate has breadth and depth of HR generalist knowledge. An SPHR candidate is one who has ultimate accountability in the HR Department. The SPHR candidate has six to eight years of progressive HR experience and uses judgment obtained with time and application of knowledge. The SPHR designation supersedes the PHR designation.	Baccalaureate degree in Human resources, Business, or related field; Exam after independent study or course work. 60 hours of continuing education every 3 years to recertify.		5.0%
Not Department Exclusive	Certified Public Manager (CPM)	The CPM program is a nationally-recognized, comprehensive training and development program for public sector managers at all levels of state and local government.	8 weeks of classroom; Required projects and papers; Usually completed within 2 to 3 years.		2.5%
B&P	Certified Government Finance Officer (CGFO)	The CGFO program is intended to encourage a level of knowledge and professionalism in the field of government finance.	3 years government financial experience; baccalaureate degree in Accounting, Business Admin, Public Admin or a closely related field; 5 exams within 3 years.		5.0%
B&P	Certified Public Finance Officer (CPFO)	The CPFO program is a broad educational self-study program designed to verify knowledge in the disciplines of government finance.	5 examinations within 7 years; 30 hours of continuing education each year.		2.5%
B&P	Certified Public Purchasing Office (CPPO)	The CPPO designation demonstrates a standard of competency in the public purchasing profession.	Exam		2.5%
Not Department Exclusive	Certified Administrative Professional (CAP)	The CAP is the industry recognized standards of proficiency. The CAP is acquired through a four part exam covering the areas of office systems and technology, office administration, management, and advanced organizational management.	Exam after independent study or course work 90 points of continuing education every five years to recertify.		2.5%

RM	Associate in Risk Management (ARM)	Professional designation earned after the successful completion of three national examinations given by the Insurance Institute of America (IIA). Covers such areas of expertise as essentials of risk management (identification and measurement of loss exposures, and analyzing various techniques to deal with the exposure); essentials of risk control; and essentials of risk financing (risk retention and commercial insurance).	3 exams after programs of study.	2.5%
RM	Associate in Risk Management/Public Entity (ARM-P)	Completing the Risk Management for Public Entities course will help you understand the differences between public and private sector risk management. It can also help you broaden your career opportunities by increasing your understanding of public entity risk management. Upon completing the course and the ARM designation, you will earn the Associate in Risk Management for Public Entities (ARM-P) designation.	1 exam after program of study	1.25%
RM	Group Benefits Associate (GBA)	GBA is comprised of three Certified Employee Benefits (CEBS) courses, Group Health Plan Design, Group Benefits Management and Health Economics.	3 exams after course work of study.	2.5%
Transit	Certified Community Transit Manager (CCTM)	Community Transportation Association sponsors the training and certification. Certification status marks the greatest performance and highest efficiency in the community transportation industry. It is proof of the ability to manage a comprehensive and dynamic community transportation system. Requirements: 5 years transit management experience and at least 20 hours of training in human resource, financial, and operations management, transit development, and procurement and contracting.	Application for certification, letters of reference, 2-day study class, and examination.	2.5%
Development Services	American Institute of Certified Planners	To become certified, an APA member must meet requirements for education and experience, pass the AICP Comprehensive Planning Examination, and pledge to uphold ethical standards and engage in ongoing professional development	Graduate degree in Planning and 2 years Professional experience or Baccalaureate degree in Planning and 3 years Professional experience in Planning and passing Examination. Also, engage in 32 hours of professional development every two years to recertify.	2.5%
Development Services	American Institute of Certified Planners - Advanced Specialty Certification	Advanced Specialty Certification enables AICP-credentialed planners to be recognized for their knowledge, experience, and leadership skills in specialized areas of planning.	AICP Member in good standing and 8 years professional experience in specialty area and pass Examination.	1.0% each

Development Services	Geographic Information Systems Professional	<p>A GISP is a certified geographic information systems (GIS) professional that has their professional background scrutinized and reviewed by an independent third party organization. An Institute comprised of leading non-profit associations (AAG, NSGIC, UCGIS, and URISA) focused on the application of GIS and geospatial technology.</p> <p>Certified Geographic Information Systems (GIS) Professionals (GISPs) must show proficiency in three areas; 1.) Educational Achievement, 2.) Professional Experience, and 3.) Contributions to the Profession.</p> <p>Achievement must be claimed and self-documented by the applicant in each of these areas.</p> <p>Educational Achievement includes a degree, formal and informal coursework dedicated to geospatial technology as defined by the <i>Geographic Information Science and Technology Body of Knowledge</i>, and related conference attendance.</p> <p>Professional Experience divides GIS work into primary, secondary, and tertiary duties. A composite of these duties is documented for all present and past positions involving GIS.</p> <p>Contributions to the Profession are activities that benefit the larger profession and public. They</p>	2.5%
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Fire Rescue Services	Executive Fire Officer	<p>The Executive Fire Officer Program (EFOP) is an initiative of the United States Fire Administration/National Fire Academy designed to provide senior officers and others in key leadership roles with:</p> <p>An understanding of:</p> <ol style="list-style-type: none"> 1. the need to transform fire and emergency services organizations from being reactive to proactive; with an emphasis on leadership development, prevention, and risk-reduction; 2. transforming fire and emergency services organizations to reflect the diversity of America's communities; 3. the value of research and its application to the profession; and 4. the value of lifelong learning. <p>Enhanced executive-level knowledge, skills, and abilities necessary to lead these transformations, conduct research, and engage in lifelong learning.</p>	<p>Complete four graduate and upper-division-baccalaureate equivalent courses. The EFOP spans a 4-year period with 4 core courses. Each course is 2 weeks in length. Complete an Applied Research Project within 6 months after each of the four courses.</p> <p>2.5 % increase over annual base for the ranks of Shift Commander, Deputy Chief or Fire Chief with approval of the Div. Director and County Admin. for EFO, CFO or CMO; for any ONE of the above, NOT stacked or multiple incentives for these designations or certifications. Must be currently certified as applicable.</p>
Fire Rescue Services	Chief Fire Officer	<p>Enhances the stature and capabilities of not only the individuals who achieve this designation, but their organizations and communities as well. These benefits include:</p> <ul style="list-style-type: none"> • Demonstrating that an individual has developed a strategy for continued career improvement and development. • Highlighting the CFO's professional and personal growth and providing an individual source of pride. • Showcasing superior leadership characteristics. 	<p>Complete an application consisting of seven components:</p> <ol style="list-style-type: none"> 1. Personal, employment, and department demographic <p>2.5 % increase over annual base for the ranks of Shift Commander, Deputy Chief or Fire Chief with approval of the</p>

	<ul style="list-style-type: none"> • Developing a commitment to continuing education, training, and skill proficiency. • Establishing critical core competencies for personnel who serve in senior officer positions. • Affirming an organization's dedication to proficiency and the proactive delivery of services to the community. • Improving the hiring process by enabling authorities to quickly identify individuals with superior skills, knowledge, and abilities. 	<p>information</p> <ol style="list-style-type: none"> 2. Letters of reference 3. Professional development 4. Professional contributions and recognition 5. Professional memberships, affiliations, and community involvement 6. Technical competencies 7. Certification statement <p>A team of peers reviews portfolios. The Commission on Professional Credentialing (CPC) makes the final determination of applicant eligibility and confers the CFO designation</p>	<p>Div. Director and County Admin. for EFO, CFO or CMO; for any ONE of the above, NOT stacked or multiple incentives for these designations or certifications. Must be currently certified as applicable.</p>
Fire Rescue Services	Chief Medical Officer	<p>Enhances the stature and capabilities of not only the individual who achieves this designation, but their organizations and communities as well. These benefits include:</p> <ul style="list-style-type: none"> • Demonstrating that an individual has developed a strategy for continued career improvement and development. • Highlighting professional and personal growth and providing an individual source of pride. • Showcasing superior leadership characteristics. • Developing a commitment to continuing education, training, and skill proficiency. • Establishing critical core competencies for senior EMS officers. • Affirming the organization's dedication to proficiency and the proactive delivery of services to the community. • Improving the hiring process by enabling authorities to quickly identify individuals with superior skills, knowledge, and abilities. 	<p>2.5 % increase over annual base for the ranks of Shift Commander, Deputy Chief or Fire Chief with approval of the Div. Director and County Admin. for EFO, CFO or CMO; for any ONE of the above, NOT stacked or multiple incentives for these designations or</p>

	<p>involvement</p> <p>6. Technical competencies</p> <p>7. Certification statement</p> <p>A team of peers reviews portfolios.</p> <p>The Commission on Professional Credentialing (CPC) makes the final determination of applicant eligibility and confers the CMO designation.</p>	<p>certifications. Must be currently certified as applicable.</p> <p>2.5 % increase over annual base for the ranks of Deputy Chief and /or Fire Chief – Director, with approval of the Div. Director and County Administrator, in addition to EFO, CFO, CMO or any other certification held. Must be currently certified.</p>
Fire Rescue Services	Certified Emergency Manager	<p>A Certified Emergency Manager® demonstrates the knowledge, skills and ability to effectively manage a comprehensive emergency management program, including a working knowledge of mitigation, preparedness, response and recovery, interagency and community-wide planning, coordination and management functions which improve emergency management capabilities. A CEM can effectively accomplish the goals and objectives of any emergency management program in all environments with little or no additional training orientation.</p>